

How to Create an Additional User for Barracuda CloudGen WAN

<https://campus.barracuda.com/doc/91987479/>

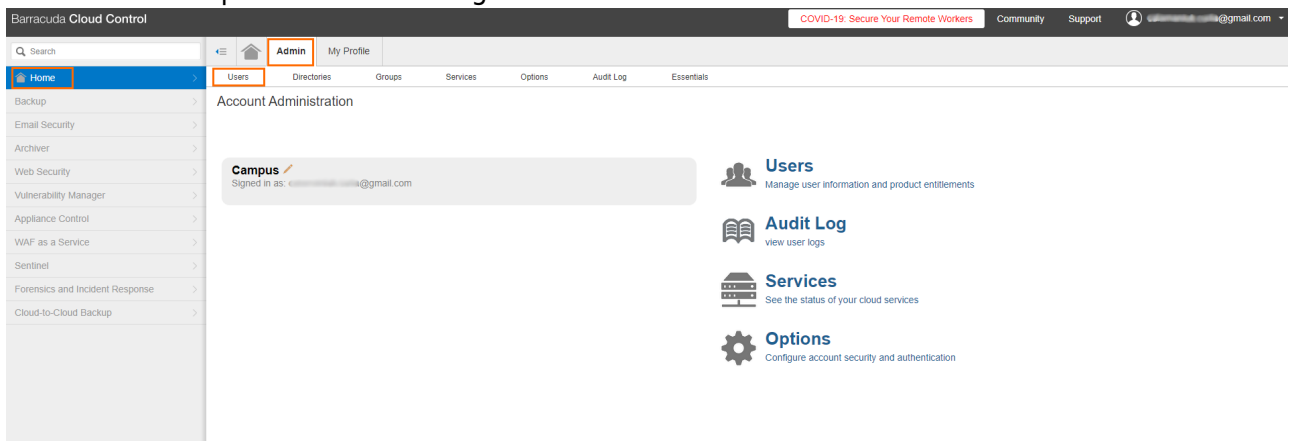
You can create additional users in your Barracuda Cloud Control account to allow them access to the Barracuda CloudGen WAN.

Before You Begin

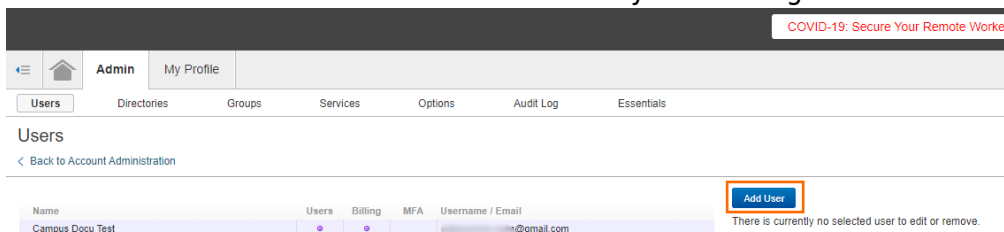
- Create a Barracuda Cloud Control Account. For more information, see [Create a Barracuda Cloud Control Account](#).

Step 1. Create an Additional User in Your Barracuda Cloud Control Account

1. Go to <https://login.barracudanetworks.com/> and log in with your existing Barracuda Cloud Control account.
2. Click **Home** in the left menu.
3. Click **Admin** to go to the Account Administration section.
4. Click **Users** to open the User Management section.

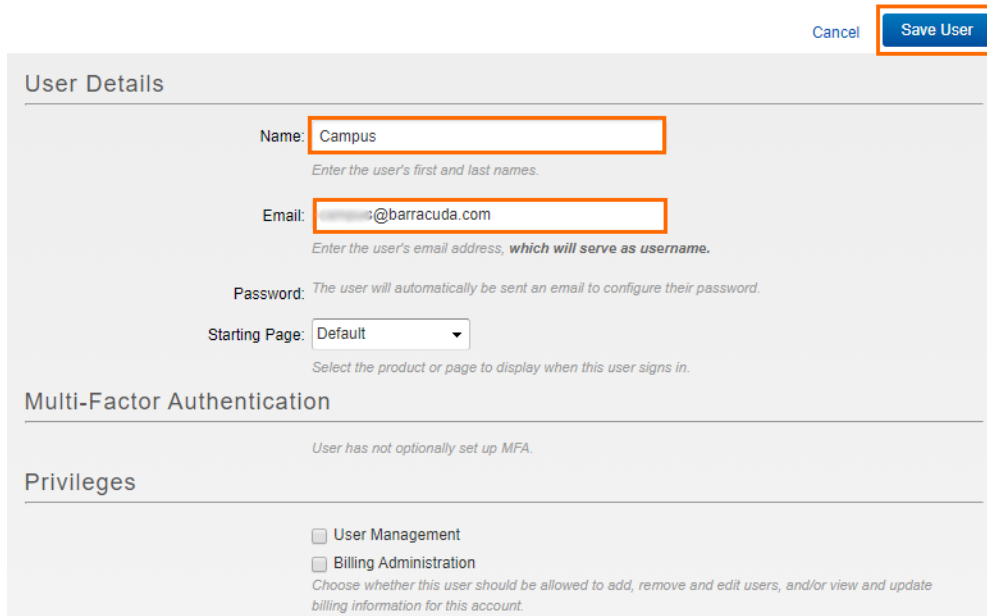


5. Click **Add User** to create an additional user to your existing Cloud Control account.



6. Enter values for the following:

- **Name** - The name of the user you are about to create.
- **Email** - The email address of the new user.



Cancel Save User

User Details

Name:
Enter the user's first and last names.

Email:
Enter the user's email address, which will serve as username.

Password: *The user will automatically be sent an email to configure their password.*

Starting Page:
Select the product or page to display when this user signs in.

Multi-Factor Authentication
User has not optionally set up MFA.

Privileges

User Management
 Billing Administration
Choose whether this user should be allowed to add, remove and edit users, and/or view and update billing information for this account.

7. Click **Save user** to create the user.

8. The user will automatically be sent an email to configure their password.

Step 2. Set the Password for the New User

1. The new user must log into the email account used in Step 1 and open the hyperlink received in the email from Barracuda Networks to create a password for the new account.

Betreff: New Barracuda Cloud Control User Created

Hello Campus,

This email has been sent to you because a new user has been created with your email address. This user was created for the Barracuda Cloud Control account Campus by Campus Docu Test (campus.docu.test@barracuda.com). For further details on why this account was created please contact your account administrator.

To complete the setup of this user, you must first choose a password. Please follow this link to set your password:

<https://login.barracuda.com/...>

If you did not create this user and believe this activity may have been fraudulent, please contact Barracuda Networks Technical Support immediately at 1-888-ANTI-SPAM (1-408-342-5300) to let us know.

Thank you,

Barracuda Technical Support

2. The **Barracuda Cloud Control** opens automatically in your web browser.

3. Enter a new password and verify the new password by retyping it in the box below.



4. Click **Change Password** to save the new password.

The newly created user can now access Barracuda Cloud Control and Barracuda CloudGen WAN by using the email address from Step 1 and the password created in Step 2.

Figures

1. bcc_home.png
2. add_user1.png
3. create.png
4. mail.png
5. bcc_pw.png

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